

Skills Checklist for Smart Ideas

Skill	Introduced and Practised	Independent at this level (date of evaluation)
Open and Close Program		
Save work/file		
Open File (previously saved work)		
Use Quick Connect to add subtopics		
Add a new symbol to your web		
Use WordQ to hear text read from symbols or notes		
Locate both outline and diagram view		
Link Topics in diagram view		
Change a connector		
Label a link		
Change a symbol (symbol palette)		
Add a note to a symbol		
Add images/graphics to web		
Change the layout		
Insert a link to a video		
Add a hyperlink		
Change background colour		
Format text		
Zoom in and out		
Transfer to a word processor		